



CITY OF RYE

CITY HALL • RYE, NEW YORK 10580

TELEPHONE (914) 967-5400

Building Department (914) 967-7372

SIGN PERMIT APPLICATION

Date of Application

Name of Business

Rye Address of Business

Owner of Business

Name

Address

Telephone

Property Owner

Name

Address

Telephone

Applicant, if different from Owner of Business or Property

Name

Title

Address

Telephone

Type and Number of Sign(s) Needing a Permit

Primary Sign

Wall Sign

Window Sign

Awning

Free Standing Sign

Secondary Sign

Wall Sign

Window Sign

Signatures

Business Owner

Applicant, if different from Business Owner

Property Owner

Sign permit Application Continued

PROCEDURES:

1. Fill out and sign Page 1.
2. Complete Requirements Checklist, Page 2.
3. Submit application with all required drawings, photographs and \$ 50.00 fee.
4. Attend the Board of Architectural Review meeting.
5. Signs shall be designed in accordance with Chapter 165 of the Rye City Code.

Requirement Checklist

The following items must be submitted with the completed application.
Place checkmark by each item included in this submittal.

General Requirements

Provide Photographs

- ☐ Facade of Building
- ☐ Complete Facade of Building
- ☐ Write name of applicant and address of building on back of pictures

Provide Drawings or Photo renderings of Sign(s) and Building

- ☐ Front Elevation (accurate dimensions; minimum scale 1"= 1')
- ☐ Side and /or rear elevation as well, if applicable
- ☐ Show location of lettering and /or graphic symbol
- ☐ Show letter style, height, length and spacing
- ☐ Show graphic symbol design, if any and dimensions
- ☐ Show colors (or provide color sample)
- ☐ Specify materials (or provide material sample)
- ☐ Specify or show method of fabrication
- ☐ Specify or show method of installation
- ☐ For exterior illuminated sign show type, size, number and location of lights
- ☐ For interior illuminated sign provide color rendering of nighttime appearance

Specific Requirements For Free Standing Signs (in addition to General Requirements)

- ☐ Site Plan Drawing (Minimum scale 1"=20')
- ☐ Show distance of sign(s) to building and property lines
- ☐ Show location of exterior illumination (if any)

Fee Requirement

- ☐ Sign Permit Fee \$ 50.00, payable to the City of Rye